GENERAL INFORMATION

Principal: Mr Paul McGuire
Assistant Principal: Mis Alicia Cunningham
Religious Education Coordinator (REC): Mrs Emma Neville
Co-Ordinator: Mrs Kathy Whealing
Miss Vanessa Maynard

School Hours: 8:40am – 3:00pm
School Playground: Supervised from 8:10am

Senior Administrative Officer: Mrs Christine Brunsdon
Administrative Officer: Mrs Alison Keen (Weds)

Office Hours: 8:15am to 3:45pm

School Assembly: 2:20pm Fridays
School Newsletter: Wednesday

Librarian: Ms Mariangela Parisi
Library Open: Monday, Tuesday and Wednesday

Sports Days: Tuesday or Wednesday with specialist teachers, Mrs Adler and Mrs Kissane
Class Sport - as advised by Class Teacher

Music: Mr Anthony Fraser & Mrs Nicla Cirillo
(Monday)

Learning Support Teacher: Mrs Rachel Grayson (Tues-Weds)

Teacher Assistants: K-6 from Mon-Fri
Canteen Open: Monday, Thursday and Friday
Volunteers Welcome: Contact the Office

P+F Meetings: Each Term
All welcome
Welcome!

You’ve almost got as much to learn this year as your child.

Hopefully, this ready-reckoner will help ease you into the routine of life at St. Mary’s.

Remember, the best way for you to figure out the world of school is to get involved in the community. Drop your child off in person; get to know other parents; attend the school functions whenever you can. It’s this sort of involvement that has helped create the school that is today good enough for your child.

COMMUNICATION

Newsletters and School Notes
The School Newsletter comes home every Wednesday. You can receive a paper copy, an email copy or both. Often, notes will come home from school with important information. Get your child to place any notes in their reading folder, and always ask if there were any notes sent home. Once your child understands the link between the notes and what happens at school, they’ll be more likely to make sure they bring them home and bring them to your attention.

Contact Details
Please ensure the school knows all your relevant contact details such as mobile numbers for parents and carers. Please also make sure the school is aware of parent occupations and skills – these can sometimes help in the classroom and around the school.

Parent Talk
The thing you’ll notice about our school community is that you will run into parents around the school and around Manly. Always say hello, and if time permits, stop for a chat. It’s part of what makes our school so wonderful.

Teacher Talk
If you need to discuss any issue relating to our child’s school life, make sure the teacher can give it the attention it deserves. Either give a note to your child to pass on to the teacher requesting some time, or ask the teacher when you can see them for an appointment. Alternatively, telephone the Office and they will help to organise a suitable time. It’s important – and polite – to do so.

Class Parent
Every class has a volunteer class parent. These people are a godsend to every mum, dad, teacher and child at the school. They’ll help you with advice and information throughout the year and provide an important conduit between all the families with children in that class [eg social, community, fundraising, other events organised by the Parents & Friends], the school and the P&F. They will email information out to your class so make sure they have your latest contact details.

If you are interested in being the Class Parent, nomination forms are usually distributed at the Parent Information Nights held around Week 4 of Term 1.
**Student Reports**
The school year is divided into 2 semesters.

Reports are sent home at the end of Term 2 [ie end Semester 1] and the end of Term 4 [ie end Semester 2].

**Parent Teacher interviews**
Formal Parent, Teacher & Child Interviews are now held at the start of Term 2. As mentioned above, parents and/or teachers can organise interviews at other times during the school year if/when necessary.

**SOME LOGISTICS**

**Drop Off**
You can drop off your child at the gates on Whistler Street or Denison Street. You can also use the churchyard. And when you have 10 minutes to spare, why not park at the beach and bring your child into the playground yourself. There’s always someone to chat to, and it will give you the opportunity to meet teachers, other parents and your child’s new friends.

**Don’t stress!**
Forgotten something! Left last night’s reader at home or sent your children off to school in the wrong uniform? Don’t fret. You can be sure the teachers have seen it all before. By not making a big deal to “solve” these issues, we teach the children to take responsibility for their own possessions and routine. It’s a lesson worth learning early...and a great way for children to develop resilience.

**Pick-Up**
Pick-up is from 3:00pm until 3:15pm. You can either walk into the school grounds to collect your child, or pick them up at one of two “drive-through” access points in Denison Street or the Churchyard [via Raglan Street gate].

For drive-through pick-up, choose an access point in advance and make sure your child knows where to meet you. Once you reach the pick-up zone, place your name card (your surname, provided by the school or homemade) on the dashboard of your car so the attending teachers can identify your vehicle and escort your child[ren] safely to the car..

There are two access points for car pick-up:
1. Church Yard – join either the single entry queue then move into one of two queues closer to the church. Please do NOT queue out onto the street as waiting cars become a hazard for all road users.
2. Denison Street – join the queue along the kerb on Whistler Street. If there is no where to queue without blocking traffic or stopping illegally, either go around the block or park at the beach and walk in to collect your child.

If your child is not collected by 3.15pm, they will wait in the school Office until you arrive. Please contact the school if you have been delayed and/or if someone else needs to collect your child[ren] as a result.

**Collection During the Day**
All visitors during the school day must report to the Office before entering the School. If a child is to be collected (or dropped off) during school hours, parents/carers must first report to the Office. It is also helpful if you can provide the Class Teacher with a note on the day informing them of what time your child will be leaving school.

**Late Arrivals/Early Pick ups**
Please ensure you bring your child to the office and complete a ‘Late Arrivals’ slip. Students will take these to the class teacher upon entering the class. If requiring an ‘Early Pickup’, please visit the office to complete an ‘Early Pickup’ slip. These will be given to the teacher.

It is government requirement that these are signed by a parent. If, for any reason, these are not completed correctly, then the teacher will notify parents in writing at the end of each term.
Someone out of the Ordinary
If our child is being collected by someone other than a registered parent or carer, please ensure a note identifying the person is sent to school and/or contact the school office well in advance. It is also helpful to send a note when your child is going home with a friend.

Before/After School Care – KIDS’ CLUB
This service is offered at the school every weekday from 7-8.10am & 3-6pm by a private operator. For details, please collect a registration form the school office and/or contact Catholic Care on 0409 455 359 or email manly.oshc@dbb.org.au

Sick Days
Telephone the school and let them know your child will not be in. When your child returns, they need to bring a note to the Class Teacher confirming their absence. All such notes are kept with the official class roll.

Student Free Days
During the school year, there are 5 student free days for the professional learning of staff. In-service training. You will be notified at least 3 weeks in advance when these days are to occur and families are asked to organise child care on these days.

Last Day of Term & Noon Assembly
On the last day of each term, families may choose to make an early start to the school holidays after the special assembly at 12:00 noon. The children are able to go home with a parent/carer. However, the remaining children will be supervised as usual until 3pm and/or at after school care until 6:00pm to minimise any inconvenience for working parents.

THE SCHOOL DAY

School Opening hours
Gates officially open at 8.10am. A teacher is on duty in the playground between 8:10-8:40am and the kids seem to love getting there as early as possible to catch up with their friends before school and play games.

Assembly
The first bell rings at 8:35am and children the form their class lines. Morning Assembly starts by the second bell at 8.40am. Your child needs to be at school by this time. Your child will enjoy arriving on time and this is an important life lesson. Late arrivals after 8:45am must report to the School Office with a parent/carer to collect a late note before going to their classrooms. We ask families to try really hard to arrive on time – late arrivals do not help any class to start effective learning at the start of the school day.

Bell Times for the Whole Day
Morning Session: 8:40am -10.40am…including fruit break in class at 10:00am approx
Morning Tea: 10:40am-11:10am
Middle Session: 11:10am- 12:50pm
Lunch: 12:50pm-1:40pm
Afternoon Session: 1:40pm-3:00pm

A warning bell will ring 5 minutes before each main bell to help children, parents and teachers prepare for their next activity.
Friday Assembly
At 2.20pm on most Fridays, there is a special school assembly led by students from Year 6. A class or group [eg. choir, band] will usually present an item or two before special awards such as the Principal Awards and Shining Angel are given to children from K-6. Parents and other family members or friends are encouraged to come along and join in this weekly community celebration.

What's the Shining Angel?
The Holy Grail of Awards! It might be years before your child gets to keep it for a week but the little angel in a box will be worth the wait as far as they're concerned.

Library
Each week the children have a class in our new Library with Ms Mariangela Parisi. Your child needs to bring his/her library bag so that they can borrow a book to take home for the week.

School Workshops and Seminars
These are held at different times throughout the year to help you understand what you can be doing at home to enhance what the children are learning at school. Dates for these workshops will be communicated through the website, newsletters and class notes.

IN THE CLASSROOM

Parent Information Night
Held early in Term 1, this is an opportunity to meet the Class Teacher who will explain the program outline for the year ahead and all the important logistics.

Parent Helpers
Parent Helpers are used to assist in class between 9am and 10am most mornings. A note will go out, asking interested parents to register. Your child’s teacher will then draw up a roster, based on your availability. You will then need to participate in an introductory workshop to explain what you will be required to do as a classroom helper.

It’s a great way to get involved, and to see what your child gets up to in the classroom. And remember, you’re there for the entire class – not just your own child.

Reading Folder
Mark a clear plastic folder with your child’s name. Keep it in their bag to hold their home reader which will be sent home every day. Sign the reading log every night, after reading with your child. The home reader folder is also handy for school notes. Work samples come home periodically so you can appreciate the amazing learning that your children will experience in Kindergarten.

Log Books & Home Readers
Class teachers will explain this process at the Parent Information Night to be held early in Term 1.

Stationery Supplies
You will be provided a list of stationery items for the start of the new school year in your orientation pack. All the products you buy will go into a communal pool that is used by the class. If you can't buy the exact brand listed, you can always substitute with another brand, except the glue for OH&S reasons.

Playgrounds
There are three playgrounds – Churchyard, Quiet and Middle. In Term 1, Kindy kids play exclusively in the Quiet Playground (facing Denison Street under the Big Tree). Later in the term, they can use the Middle Playground which includes with the play equipment. Each grade or class is allocated time at either recess or lunch for using the play equipment. The Churchyard playground is used at morning tea and lunch time unless a funeral is being held in the church.

Lunch Club
A new program is Lunch Club where students may use the old junior library adjacent to the Kindy classrooms for games, puzzles and drawing. This operates during the second half of lunch on Monday, Tuesday and Wednesday.
The Premier’s Reading Challenge
To help instil a love of reading in our students, the school participates in the Premier’s Reading Challenge. This program encourages children to read from a list of prescribed books, appropriate to their learning level. For more information go to https://products.schools.nsw.edu.au/prc/home.html

UNIFORMS

Which uniform, when
There are no set dates for the change over of uniforms. It depends on weather conditions, and the sensitivities of your child. But these dates are a rough guide:

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<th>Term</th>
<th>Uniform</th>
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<tr>
<td>Term 1</td>
<td>Summer uniform.</td>
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<td>Term 2</td>
<td>Winter uniform.</td>
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<tr>
<td>Term 3</td>
<td>Winter uniform.</td>
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<tr>
<td>Term 4</td>
<td>Summer uniform.</td>
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Regular updates about uniform are included in the school newsletter including information regarding the change of seasons/uniforms. There will always be a two week change over period to allow for unusual weather.

Sports Uniform
Sports uniform will be worn two days a week. These days will be confirmed at the beginning of each term. In special circumstances such as school excursions, sports uniforms may be worn and families will be informed via a special excursion note.

Clothing Pool
Several times throughout the year, the school operates a clothing pool in the Front Playground under the Big Tree facing Denison Street. Donated items your child has outgrown are sold and all proceeds go to an aged care facility in Manly. (Wesley Heights)
A school note and the website will notify you of upcoming clothing pool days. Donations can be left at the Office anytime.

Buying uniforms
Go to Pickles - 42-46 Wattle Road Brookvale. It gets very busy just before school starts, so go in December/early January. Remember to factor in growth spurts before you buy!

Mufti-Days
On Mufti-days, children can wear their own choice of clothes instead of school uniform. Clothes must be appropriate for playing in of course and solid shoes are always safest in the playground. Mufti-days are sometimes used as a fundraiser for the Missions, etc.

THE SCHOOL COMMUNITY

P&F Parent Network
The main role of the P&F is to provide a forum for parents to discuss key issues with the school leadership team, to raise funds and encourage parental engagement in the school community.

P&F meetings are held once a term in the evening at 7.30pm in the School Library. Reminders are included in the Newsletters and meetings are usually finished by 9:00-9:30pm. You certainly don’t have to come every month – but drop in any time you can. It’s the most direct way to learn what’s going on at the school and to have your say.

But whether you come to the meetings or not, the most important thing is to get involved with the school.
Canteen
The canteen is run on a voluntary basis. Without parent helpers, it simply can’t operate. So if you are able to spare the time, please volunteer – even if it is only one, random day a term. When you think about it, even a day on short notice will give the more usual helpers a day off! It only takes a few hours from about 10:00am until around 2:00pm. It's easy, dad-friendly and the kids love having someone they know behind the counter.

Family Mass
On the fourth Sunday of every month, the parish and school host a Family Mass at 6pm. Each month, a specific class is assigned to run the sausage sizzle after the service. The kids love it – they get to sit with their friends at church and then run around afterwards. And it takes care of Sunday night dinner once a month.

Whether your child’s class is organising the event or not, it’s certainly worth attending. It’s an easy way to deepen your involvement in the school community and hence your child’s education. It’s also a great way to show your children that we are all invited to be friends of Jesus.

P&F Events
There are several set events throughout the year. Specific dates will be advised, but here’s the outline:

Term 1
Welcome Night
Drinks at the Presbytery, to welcome Kindy parents. Year 3 hosts the evening. All other parents supply the drinks and the food – you simply need to come along and have a great night. You’ll get to meet new parents, old parents and teachers. Get a babysitter, and don’t expect to be home before 11pm.

Walkathon
One of the big fundraisers for the school. The walkathon is held on a Saturday afternoon and is organised by Year 6 and Kindy parents. The event is made up of two parts – the walk and the BBQ afterwards. The afternoon starts around 3pm, with the children walking the course to earn money from their sponsors. The course finishes at the Queenscliff Lagoon Park, where the BBQ is held. There’s food, games, raffles and activities. It's a fantastic afternoon for all, and raises vital funds for the school.

Term 2
Movie Night
Held at the school in the Middle Playground. Organised by Year 2, it starts around 6pm on a Friday night and goes to around 8pm. With bean bags for hire and a great selection of food and snacks available it is a great night for all year groups.

Term 3
Movie Night
Held at the school in the Middle Playground. Organised by Year 5, it starts around 6pm on a Friday night and goes to around 8pm. With bean bags for hire and a great selection of food and snacks available it is a great night for all year groups.

Trivia Night
Organised by Year 4 Parents. You organise your own team of about 10 people and bring everything you’ll need in terms of food and drink. The night will have a theme, and your table decoration and costumes should reflect this. It’s a Friday night you’ll either remember, or want to forget. Regardless, it’s a brilliant night for everyone – teachers and parish priest included! (Kids not included)

Term 4
Cocktail Party
Organised by Year 1 Parents. Fancy, and not just in dress. Held at a venue such as the Manly Golf Club, the night has a theme that you should throw yourself into. Artworks from each year are auctioned off, along with a host of other items
School Disco
Held at the school in the Middle Playground. Organised by Year 2, it starts around 5pm on a Friday night and goes to around 8pm. Another fun night for the whole family.

OTHER ACTIVITIES

Sports Carnivals
The Swimming Carnival is held early in Term 1 at the Boy Charlton Pool. The Cross-Country Event is usually held late in Term 1 near Queenscliff Lagoon. The Athletics Carnival is held at Manly Oval in Term 3. Representatives from each of these carnivals go on to compete at Peninsula and possibly Diocesan or State carnivals. Children aged 8 and over are eligible to compete at these higher levels.

Speech and Drama
Speech and Drama classes have been taught at St Marys for more than twenty years as an extra-curricular activity. The syllabus includes public speaking, drama, reading aloud, talking and listening skills. The aim is clear speech and clear communication. Mrs Suzanne Harrison holds classes during lunch time or before and after school. Sessions for Kindy, Year 1 and 2 are usually during lunch time. A note will come home early in Term 1.

Extra-curricular Activities:

- Stella Maris College provides tuition for children who wish to join the St Marys School Band each on Wednesday morning at school.
- Double Dutch Skipping is offered each Friday afternoon after school in the middle playground
- Dance is offered from Mon-Thurs after school in the hall
- LCF Club offers French and Spanish lessons after school each Monday
- Playgroup for toddlers is offered each Monday morning from 9:00-10:30am in the Undercroft and front playground facing Denison Street

Watch out in the newsletter for details about any of these activities. There is a small fee for each activity, except playgroup. The fee is paid directly to the teachers involved.

If you have any questions or concerns
please do not hesitate to contact the school office.

Paul McGuire
Principal